




# enewsletter

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Winter 2015

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## Winter is Officially Here but AgLearn is Evergreen!

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### *Moving Forward into Winter*

AgLearn has upgraded and now we want to help prepare you for the winter. In this issue, get prepared to telework as inclement weather approaches. Take time to get your financial matters together with useful courses from DMason Financial. Stay on top of your IDP with useful tips. Also, take a look and register for some program/project manager courses to enhance your skills. Finally, explore the great new happenings with Skillsoft. All in this Winter issue of AgLearn!

### Winter Weather is Coming...Get Prepared to Telework

It's been five years since the Telework Enhancement Act was signed into law. AgLearn applauds all who have taken great strides to telework and participate in this initiative. Take advantage of some of the great resources below that can get you started or keep you going when it's time to telework. Don't let the bad weather keep you from learning!

#### **Making Telework Work: Leading People and Leveraging Technology for High-Impact Results**

Although IT infrastructure, software, and hardware may set the stage for telework, this book lays out what leaders need to know to integrate technology, manage knowledge workers and teleworkers, and drive competitive advantage for their organizations.

#### **TeleWork 101 for Employees**

This course gives you a brief, practical introduction to telework. It offers tools for deciding whether telework is a good fit for you

and for the specific job you hold. It teaches you strategies for teleworking efficiently, staying "plugged in" to the office, and managing your interactions with co-workers and customers.

#### **TeleWork 101 for Managers**

Telework can help managers attract and retain the best qualified employees, provide them with uninterrupted blocks of time to work on key projects, and give their organization a way to function more effectively during crisis situations and other business interruptions. The course walks managers through the process of developing a program, selecting employees for telework, and managing effectively in a telework environment.

#### **101 Tips for Telecommuters: Successfully Manage Your Work, Team, Technology and Family**

This book offers practical tips to ease the transition from working in an office to remaining professional when you work out of the house.

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## Let AgLearn Help Make You the Best Program/Project Manager You Can Be

*Try some of the FY 16 FAC P/PM courses today!*

Back by demand for 2016, ESI International, an approved FAI vendor, is again partnering with the OCIO IT Workforce Planning to offer Levels 1, 2, and 3 FAC P/PM training. This year, you can take the courses in the classroom or join virtual sessions (search [AgLearn](#) for the FPM series of courses or recent email communications for full course listings).

### Other Program Details

There must be a minimum of 15 students to hold class and there is a maximum of 30 students per class. Don't delay your registration! It's best for students to register for an entire series.

- \$715 per student for classroom (3-day)
- \$570 per student for classroom (2-day)
- \$665 per student for virtual (3-day)
- \$520 per student for virtual (2-day)

### History of the FAC-PPM Courses

Late last year, the OCIO, the CIO Council, especially the Grain Inspection, Packers and Stockyards Administration (GIPSA), sponsored FAC-PPM Level 1 and 3 courses. The courses met the requirement specified in the Office of Procurement Policy's December 13, 2013 [memo on FAC certification](#).

### Policy Details

- All FAC-PPMs must be certified at the appropriate level
- All PPMs that manage major IT investments must be certified at FAC-PPM Level 3
- Integrated Program/Project Team (IPT) leads on major IT investments must be certified at FAC-PPM Level 2
- IPT members on major or non-major IT investments should be certified at FAC-PPM Levels 1 or 2

### Agency Responsibility

Agencies are responsible for the cost of the course(s) and all training must be paid on an SF-182. Completed SF-182s must be submitted to Karen Simpson, *three weeks before* each course start date. You must register through AgLearn but be mindful that registration will not be final until an SF-182 is submitted.

Interested in bringing these classes to your site? Please contact [Karen Simpson, OCIO](#).

## Tell Us What You Think

The 2015 AgLearn Communications Survey is now available until February 4, 2016. Tell us what's working and how we can make it easier and better for you to get information about AgLearn. Tell us how you like to be reached and what will help you to do your job better.

**Take the survey today!**

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## Check in With DMason Financial Courses for 2016

This is a good time of year to see if you have maximized your savings for this year and look ahead to how you can make the best choices for next year. DMason Financial provides federally mandated training in financial literacy and retirement planning. Here are some courses to get you started:

### Early-Career TSP, Retirement, and Financial Planning

#### 106 — For employees in the Federal Employees Retirement

System (hired after January 1, 1987, or those who switched from CSRS to FERS)

#### 107 — For employees in the FERS Special Retirement

System (includes firefighters, law enforcement officers, air traffic controllers, military reserve technicians, members of Congress, and Congressional employees)

### Mid-Career TSP, Retirement, and Financial Planning

#### 109 — For employees in the Federal Employees Retirement

System

#### 110 — For employees in the FERS Special Retirement

System

### Late-Career TSP, Retirement, and Financial Planning

#### 101 — For employees in the Civil Service Retirement System

#### 102 — For employees in the CSRS Special Retirement System

#### 103 — For employees in the Federal Employees Retirement System

#### 104 — For employees in the FERS Special Retirement System

Whether it's training in financial literacy, retirement planning, or tax-advantaged retirement plans, Debbie Mason, a **CERTIFIED FINANCIAL PLANNER™\*** professional, has the information you need. Take advantage of retirement plans and become a smarter money manager and investor.

**Go to AgLearn** and get on the path to retirement security and sound money management.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™ in the U.S., which it awards to individuals who successfully complete the CFP Board's initial and ongoing certification requirements.

## Top Five Reasons to Have an IDP

1. *It is your career.* If you do not take responsibility for your career, no one will.
2. Setting goals without a plan *will not get you where you want to be.* An individual development plan (IDP) will help you set and commit to your goals.
3. *Develop transferable skills.* If you are considering moving into a different position and/or role, you can include those skills you would like to develop on your IDP.
4. *Involve your supervisor in your career development.* IDP planning is a partnership between you and your supervisor. You can let your supervisor know your career goals and solicit input.
5. *It is your opportunity to reflect and learn!* When was the last time you had the opportunity to really think about your career goals? An IDP will allow you to think about your career goals, write them down, and discuss them with your supervisor or your mentor.

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## Do You Know What's New With Skillsoft?

If you hadn't heard, Skillsoft has upgraded to Skillport/OLSA 8. With this new platform, you can experience a new way to use the vast library that Skillsoft has to offer. Here are just some of the new features and benefits:

### Skillsoft Learning App

Now, there's an app for that! You can get quick and easy mobile access to books and videos through the new Skillsoft Learning App (image shown). For more information about the app, [click here](#).

### "Finding" What You Seek in Books 24X7

With Skillsoft's patented search engine, you can quickly find the exact information you need—when you need it. You will find the Search box in the top right corner of every page. Skillsoft indexes every word of every document so you can find exactly what you seek. You can even filter results by subject, type, or detail.

### Track Your Favorites in Books 24X7

When you find the information you want, you can create favorites. Using "My Favorite Books and Videos", you can easily go back and locate the content that is valuable to you. You can use this tool to organize your favorite titles for future reading.

### Take Note!

In Skillport/OLSA 8, notes are available for each content item. Wherever you find the book (such as within search results or in My Favorite Books and Videos), your note will be available. You can also view all notes in one convenient section of your profile.

### Join the New Community

In Skillport/OLSA 8, inGenius has been renamed to Community. You can continue to leverage the power of social networking through recommendations, commenting, and following other Community members!

### Go to Skillsoft Today

You can take a virtual tour of the Skillport platform and see what the fuss is about. There are many [Skillport tutorials](#) available to help you get the most out of Books24x7. Also, be on the lookout for future communications about the many more new features and benefits!

